

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Budget Manager, Senior

Date: 2000

Purpose of Job

The purpose of this job is to perform administrative/management functions associated with budgetary activities within an assigned department. Duties include, but are not limited to: supervising staff; directing activities; preparing departmental budget; preparing comprehensive development plan and management goals and objectives; preparing goals and expenditure projections; and generating reports and forms.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

- Supervises and evaluates assigned staff, handling all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.
- Supervises the activities of, grants management..
- Establishes SOP's for the fiscal management unit, the department budget process, and grants.

Administrative Duties:

- Prepares, analyzes and monitors all financial legislation for the department.
- Tracks and monitors grant Federal Aviation Administration grants.
- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports, spreadsheets, graphs, and other documents via computer and/or typewriter.
- Receives various documentation (e.g., reports, correspondence, forms, etc.); reviews, makes recommendations, approves, and/or routes; responds/forwards as appropriate.
- Reviews and makes recommendations on funding of the department's operations and capital projects.

- Prepares, develops, and administers special projects.
- Maintains legislative and contractual documents for the department.
- Develops variance analysis for periodic financial and management reviews.
- Approves or disapproves program and expenditure modification of existing programs as well as departmental pay requests.
- Directs the departmental strategic plan, maintains the departmental management plan and compiles performance measurement report.

Communication:

- Advises executive staff, on departmental budgetary conditions and fiscal matters.
- Maintains regular contact with cost center directors on budget preparation, management, and grants administration; maintains open communication with Finance Department.
- Attends meetings as appropriate (e.g., budget hearings, management plan review meetings etc.).
- Answers the telephone; provides information; returns calls as necessary.
- Responds to routine requests for information or assistance from members of the staff, the public or other individuals.

Planning and Organizing:

- Prepares comprehensive budget plan for the department to forecast and prepare for future financial needs.
- Plans and conducts instruction of cost center directors in budget and development, management, and grant funding of projects.
- Plans, organizes and develops goals and management objectives through budget preparation, as generated from cost center directors.
- Prepares long- and short-range projects and expenditure projections.
- Reviews, critiques, and consults with cost center directors on their budget plans and financial organization.
- Plans and organizes financial analysis of cost center accounts, contracts, and grants.

Productivity and Accountability:

- Uses knowledge of various software programs to operate a computer in an effective and efficient manner.
- Monitors workload measures for Fiscal Management reports.
- Conducts cost benefit analysis of department projected and actual purchases.

Record Keeping and Documentation:

- Maintains proper documentation of all equipment purchased.
- Reviews and creates reports to reconcile accounts.
- Maintains current data as reference for informational purposes and in answering questions.

Fiscal Responsibilities:

- Prepares fiscal year budget for the department; reviews budgets submitted by each section to determine if within budget guidelines.
- Monitors departmental purchases, expenditures, and revenues.
- Analyzes the funds availability and monthly expenditure reports.
- Monitors the financial elements of awarded grants.
- Reviews the management of cost center budgets.
- Assists in the issuance of Airport Revenue bonds.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has thorough knowledge of management, financial practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to develop and administer operations and staff plans and objectives for expediency and effectiveness. Is able to develop and implement long-term goals for the department in order to promote effectiveness and efficiency. Has thorough knowledge of applicable policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Has ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. Is able to effectively communicate and interact with subordinates, management, employees and members of the

general public. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations. Is knowledgeable and skilled in the use of computers. Is able to read, understand and interpret financial reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business/Public Administration, Finance, Accounting or related field required; six years of contract interpretation, accounting, budget management or financial analysis experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience required.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job-related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.